

**HEADQUARTERS
CIVIL AIR PATROL MARYLAND WING
UNITED STATES AIR FORCE AUXILIARY
P.O. Box 18341
Baltimore, MD 21240-8341**

3 Feb 02

MEMORANDUM FOR ALL UNIT COMMANDERS AND WING STAFF

FROM: MD WING COMMANDER

SUBJECT: Policy Letter 02-01: Unit Activities

1. This policy letter describes the necessary procedures for scheduling and conducting Civil Air Patrol activities in Maryland Wing.

2. The intent of these instructions is to provide better service to our members by avoiding conflicts between activities, providing adequate advance notice of activities, and ensuring that all activities meet CAP guidelines.

3. Levels of Activity.

a. A Squadron Activity is any activity that may be attended only by members of one squadron.

b. A Group Activity is any activity that may be attended by members of more than one squadron within a group.

c. A Wing Activity is any activity that may be attended by members of more than one group. This includes:

4. Approval to hold an activity. The approval process is a way of making sure activities do not unnecessarily conflict with each other, and that the activity meets CAP regulations and safety standards. If an activity is not properly approved, it cannot be considered an official CAP activity. This could adversely effect insurance claims, reimbursement, and corporate legal defense in the event of a mishap.

a. Squadron commanders must have their squadron activities approved by their group commander.

b. Group Commanders must have their group activities approved by the Wing Vice Commander. (Note: Group Commanders are encouraged to make applicable group activities into wing activities whenever possible by coordinating with the wing staff as outlined below. This is especially true for Level 1 classes and ES training.)

c. The Wing Commander must approve all wing activities. To gain this approval, the request should go through the wing staff (see Scheduling, below).

4. Scheduling

a. Group and Squadron Commanders should publish calendars of squadron and group activities. Whenever possible, the wing calendar will reserve at least one weekend every month for squadron and group activities. Units should try to schedule their activities during this time, to avoid conflict with wing activities. No activities should be scheduled against SAR exercise weekends without the approval of the Wing Commander.

b. All wing activities must be put on the wing calendar.

1) The Chief of Staff is keeper of the wing calendar. If a unit wishes to hold a wing activity (i.e. invite squadrons from other groups to attend), they must submit the request through their group commander at least 8 weeks in advance of the requested date to the suitable wing staff directorate. For example, emergency services training should be submitted to Director Operations. A cadet leadership weekend should be submitted to the Director of Cadet Programs.

2) The activity request should describe what the activity will be, where it would be held, what unit will be sponsoring it, and who the officer in charge will be.

3) Through coordination with the activity officer in charge, The director will determine if the proposed activity is acceptable and meets all regulatory and safety requirements.

4) If the director approves the activity, he will submit it at the next wing director's meeting, where the wing directors will determine whether to schedule the event.

5. Announcing Events. To eliminate confusion, advertisements for events should only be sent to eligible attendees. Squadron and Group events will not be advertised or announced on wing-level e-mail lists such as MDWG-INFO, or on the Maryland Wing Web Page. Groups are encouraged to create their own web pages for announcing group and squadron events.

6. Recordkeeping. Units must maintain lists of attendees. The list must contain names and CAPIDs of all attendees, the dates of the activity, and the name of the officer in charge. These lists will be kept for two years.

7. Exceptions.

a) This policy letter does not apply to scheduled weekly unit meetings.

b) This policy letter does not apply to emergency services missions, either real or practice, conducted under an Air Force or Maryland Wing mission number.

c) This policy letter does not apply to cadet orientation rides, as long as any concurrent training is limited to aviation topics. If cadets waiting for rides will be trained in other things, such as ground team skills, drill and ceremony, etc., the activity must be approved in accordance with this policy letter.

d) Activities that involve only one squadron from a different group do not require wing approval. Instead, both group commanders must approve the activity.

8. Point of Contact is the MDWG CS.

L. L. TRICK, Colonel, CAP
Commander